



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 6770.1J

Code 0107

13 June 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 6770.1J

From: Commanding Officer

Subj: LINEN MANAGEMENT

Ref: (a) NAVMEDCOMINST 6770.1

1. Purpose. To establish procedures for the receipt, storage, distribution, and inventory of linen.
2. Cancellation. NAVHOSP29PALMSINST 6770.1I.
3. Background. Linen in medical facilities represents a significant investment and requires stringent controls over its distribution and use. To ensure that linen is used efficiently, effective management controls for the distribution, use, storage, and inventory of linen must be established and reviewed on a periodic basis.
4. Action
 - a. Head, Materials Management Department shall:
 - (1) Be designated as the Linen Management Officer.
 - (2) Administer the Linen Management Program and be primarily responsible for its effective operation.
 - (3) Maintain liaison with the civilian contract laundry service to ensure compliance with hospital laundering requirements. Evaluate contract linen services at least semiannually.
 - (4) Establish linen allowances for users.
 - (a) Linen allowances are established according to bed capacity, patient census, and outpatient workload.
 - (b) Increases in allowances can be requested as required.
 - (c) Users should not overstock, as this practice will deplete the linen room stock.

NAVHOSP29PALMSINST 6770.1J
13 June 1996

(5) Institute effective control measures for linen conservation.

(6) Supervise semiannual (31 March and 30 September) hospital-wide inventories of all hospital linen and any other inventories considered necessary to ensure adequate management.

(a) Inventories may be conducted more frequently, if needed.

(b) Inventory results will be submitted to the Commanding Officer, no later than 15 days following the inventory.

(7) Make periodic inspections to ensure conformance with established standards of distribution, use, and security of hospital linen.

(8) Maintain a current Standard Operating Procedure (SOP) ensuring coordination with departmental supervisors utilizing the linen service and the Infection Control Officer.

b. Department Heads shall:

(1) Be responsible for the use and security of linen within their respective areas.

(2) Assign departmental linen petty officers to act as contact points for the Linen Management Officer and to conduct semiannual linen inventories when directed.

(3) Ensure that all personnel within their assigned areas understand that all dirty/soiled linen is considered infectious.

(4) Ensure infectious linen is properly bagged prior to placement in dirty linen room. Laundry bags are available from the Linen Supply Clerk.

(5) Ensure infection control procedures are followed and notify the Linen Management Officer of any changes.

(6) Before the end of every shift, ensure adequate linen is available for the oncoming shift.

(7) Monitor usage rates and request allowance changes as required.

NAVHOSP29PALMSINST 6770.1J
13 June 1996

(8) Assist the Head, Materials Management Department as required, with the linen SOP

c. Officer of the Day and Mate of the Day shall:

(1) Be responsible for the security of linen after normal working hours.

(2) Issue linen on an emergency basis after normal working hours.

(3) Ensure appropriate log entries are made in the linen issue log book.

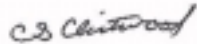
(4) Forward requests for linen procurement through the Linen management Officer.

d. All personnel at this Command shall:

(1) Be responsible for conserving and safeguarding linen.

(2) Treat all soiled/dirty linen as infectious linen.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



C. S. CHITWOOD

Distribution:
List A
CDO/OOD/MOD